

# *WIVENHOE BOWLS CLUB CONSTITUTION and RULES*

*Approved 18<sup>th</sup> November 2021*

*Updated 2024*



*Founded 1926*

*This constitution was adopted at a special club meeting held on the 18<sup>th</sup> November 2021 at Wivenhoe Bowls Club, Woodland Way, Wivenhoe, CO7 9AT. It supersedes all previous versions.*

[www.wivenhoebowls.club](http://www.wivenhoebowls.club)

*Tel 01206 826350*

## **Wivenhoe Bowls Club Constitution**

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### **Section 1: Name and Objectives**

- 1.1 The name of the Club shall be Wivenhoe Bowls Club (hereinafter referred to within this constitution as the 'Club').
- 1.2 The Club shall be affiliated to Bowls England and Essex Bowling Association.
- 1.3 The objectives of the Club are to promote the amateur sport of lawn bowls in Wivenhoe and community participation in the same. As such it will seek to:
  - 1.3.1 Provide facilities for playing lawn bowls for recreation and other social and general activities.
  - 1.3.2 Provide refreshments where appropriate for Club members and visitors participating in lawn bowls and social activities.
  - 1.3.3 Provide and maintain a Clubhouse at Woodland Way Wivenhoe.
  - 1.3.4 Promote a safe environment in which children and vulnerable adults can enjoy taking part in a game of bowls. It will seek to underpin and ensure this commitment by following and promoting the safeguarding policy and procedures of Bowls England.
- 1.4 The Club shall adopt and conform to Bowls England Rules & Regulations and the current Laws of the Sport of Bowls.

## **Section 2: Officers of the Club**

2.1 The Officers of the Club shall be Full Members of the Club having attained the age of eighteen years and shall consist of President, Chairman, Honorary Secretary and Treasurer. Officers shall be elected by ballot at the Annual General Meeting and shall hold office for the period of one year, retiring at the end of that year. All Officers of the Club shall be eligible for re-election to the same office or another office at the end of their current period of election. No Officer shall hold more than one position during their term of office.

## **Section 3: Membership**

### **3.1 Categories of membership**

3.1.1. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. There shall be the following categories of membership with power to vote at all relevant meetings of the Club as indicated hereunder:

- (a) A FULL MEMBER – being a person who, at the date of election, shall have attained the age of eighteen years shall have one vote.
- (b) A STUDENT MEMBER - being a person who, at the date of election, shall be in full time education and be aged between eighteen and twenty-five years shall have one vote.
- (c) A LIFE MEMBER – shall have one vote
- (d) An ASSOCIATE MEMBER – being a person who at the date of election, shall have attained at least 18 years of age shall have one vote but may only vote on non-playing matters.
- (e) A GUEST MEMBER - Each full or associate member may nominate their spouse/partner or one other family member as a guest member. Such nomination shall take place at the time of membership application or renewal and shall last for a period of one year without change during that period-shall have no voting rights.
- (f) a TEMPORARY MEMBER - a person signed in to try bowling at an open day or with permission of a member of the management team .

3.1.2 No member may use the Club premises or any of the facilities of the Club, other than as a visitor, until 48 hours have elapsed from the Committee's acceptance of their application.

### **3.2 Rights and Privileges of Members**

3.2.1 (a) A FULL MEMBER shall have the full use of all Club facilities. Affiliation Fees shall be payable to Essex Bowls Association and Bowls England.

- (b) A STUDENT MEMBER shall have full use of the Club facilities. Affiliation Fees shall be payable to Essex Bowls Association and Bowls England.
- (c) A LIFE MEMBER is a full member. For those who choose to bowl, affiliation fees shall be payable to Essex Bowls Association and Bowls England.
- (d) An ASSOCIATE MEMBER shall have full use of the Club-house facilities.
- (e) A GUEST MEMBER may visit the Club as other guests but do not need to be signed into the visitors' book. They shall have no rights or privileges.

(f) A TEMPORARY MEMBER is a visitor who has been signed in. They are regarded as a temporary member for insurance purposes for the duration of their visit. They acquire no rights or privileges other than those accorded to them in the invitation to visit

3.2.2 Candidates for membership shall have no privileges whatsoever in relation to the use of the Club or premises until they become a member.

### **3.3 Membership Joining Fee & Subscription Fee**

3.3.1 The rate of Joining Fee and Subscription Fee for each category of membership shall be decided by the Management Committee and members informed at the General Meeting. The current rate of Joining Fee and Subscription Fees shall be prominently displayed in the Club premises.

(a) Membership of the Club shall be open to anyone interested in the sport of outdoor flat green bowls on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership may, however, be limited on a non-discriminatory basis according to the available facilities

(b) Membership subscriptions will be kept at levels that will not pose a significant obstacle to people participating.

(c) The Committee may refuse membership or remove it, only for good cause such as conduct likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members. If consideration of removal of membership is as a result of a disciplinary issue, the procedure to be adopted shall be that as set out at 3.6.2 of this constitution.

3.3.2 All members shall pay the Joining Fee and their first annual subscription fee upon election to the Club and thereafter by January 31st each year. The membership year runs from January 1 to December 31.

3.3.3 For fairness and consistency, under no circumstances will annual membership subscriptions be refunded.

### **3.4 Member's duty to provide contact details**

3.4.1 Every member shall furnish the Membership Secretary with up to date contact details that shall be recorded on the Register of Members and any notices sent to such addresses either by post or electronically shall be deemed to have been duly delivered.

### **3.5 Election and retirement of members**

3.5.1 An application for membership shall be in the form prescribed by the Committee and shall include the name, address and contact details of the candidate.

#### **3.5.1 Election of members**

a) The number of Associate members shall not exceed two thirds of the number of full members.

- b) The election of all classes of members is vested in the Committee and shall be a simple majority vote of those of the Committee. The Committee may refuse applications only for good cause such as conduct likely to bring the Club into disrepute.
- c) The Membership Secretary shall inform each candidate in writing of the candidate's election or non-election.
- d) The Membership Secretary shall furnish an elected candidate with a copy of the Constitution, Rules and Policies of the Club and make requests for such payments as are necessary.

### 3.5.3 **Payment of Fees upon Election**

Upon election, a candidate shall pay, within one calendar month, fees as shall be requested. In default of such payment, the election shall be void unless sufficient cause for delay be shown.

### 3.5.4 **Retirement of a member**

- (a) A member wishing to resign their membership shall give notice in writing to the membership Secretary before 31st December and shall not then be liable to pay the subscription for the following year.
- (b) A member who retires in accordance with this Rule shall not be entitled to have any part of the annual membership fee or any other fees refunded.
- (c) If a member leaves the Club (under amicable circumstances) and then re-joins within 5 years, the joining fee may be waived at the absolute discretion of the Committee.

### 3.5.5 **Arrears of Subscription**

- (a) Any member whose current subscription is not paid by January 31<sup>st</sup> and who neglects to comply with a written request for payment within 7 days shall cease to be a member unless a satisfactory reason is given. The Committee may, at its absolute discretion, reinstate such member upon payment of arrears. Late payment shall be subject to a surcharge. No member whose annual payment is in arrears shall use the Club premises or vote at any meeting.

## 3.6 **Conduct of Members**

### 3.6.1 Every member, upon election and thereafter, is deemed to have notice of, and undertakes to comply with, the Club Constitution, rules and policies of the Club.

### 3.6.2 **Disciplinary action against members:**

- (a) '*We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.*'
- (b) Should any member be expelled, the former member shall not be entitled to have any part of the annual membership fee refunded and must return any property belonging to the Club.
- (c) No member who has been expelled from the Club or owes money to the Club shall be introduced by any other member as a visitor to any part of the Club.

### **3.6.3 Complaints**

- (a) Complaints relating to playing matters should be addressed to the Players' Committee in the first instance to be referred to the Chairman or Honorary Secretary if deemed necessary.
- (b) Complaints of any other nature should be addressed, in writing, to the Chairman or Honorary Secretary.

### **3.6.4 Members of other Bowls England Affiliated Clubs**

- (a) A member of any Club affiliated to Bowls England (a list whereof is published by Bowls England annually) may be authorised to use the premises of the Club.

## **3.7 Limitation of Club liability**

- 3.7.1 All references to the Club in this Section shall mean each and every individual member of the Club from time to time.
- 3.7.2 Members are bound by the following Rule which shall also be exhibited in a prominent place within the Club premises:

*Members of the Club may use the Club premises, and any other facilities of the Club, entirely at their own risk and impliedly accept:*

- (a) *The Club will not accept any liability for any damage to or loss of property belonging to members.*
- (b) *The Club will not accept any liability for personal injury arising out of the use of the Club premises, any other facilities of the Club either sustained by members or caused by the said members whether or not such damage or injury could have been attributed to or was occasioned by the neglect, default or negligence of any of them, the Officers, Committee, Trustees or Servants of the Club.*

- 3.7.3 Membership of the Club and acceptance of these Rules by the members will be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

## **Section 4: Management Committee**

### **4.1 Composition and election of Management Committee**

- 4.1.1 The Club will be managed by a Committee of full Members elected at the Annual General Meeting to hold office for one year and shall consist of :
  - (a) Officers of the Club being the President, Chairman, Honorary Secretary and Treasurer.
  - (b) Seven Members.
  - (c) The Management Committee shall have power to co-opt up to two other members for any particular purpose or to fill a temporary vacancy until the next General Meeting. Co-opted members will be entitled to vote

- (d) If at the Annual General Meeting no member from either the Men's or Ladies' Section is elected to the Management Committee, the new Management Committee shall, at its first meeting, be obligated to co-opt a willing member.
- (e) If the Committee needs further members these shall be elected at a Special General Meeting
- (f) All candidates for election shall be entitled to make a short statement at the Annual General Meeting as to why they wish to be elected.
- (g) A Management Committee member ceases to be such if he/she ceases to be a member of the Club, resigns by written notice or is removed by the Committee for good cause after the member concerned has been given the opportunity of putting his/her case to the Committee with an appeal to Club members or is removed by Club members at a General Meeting. The Committee shall fairly decide time limits and formalities for these steps.
- (h) Any changes to the membership of the Management Committee shall be reported to the members at the earliest opportunity and contact details provided for the new Committee members.

4.1.2 Candidates for election to the Committee shall be those members of the retiring Committee eligible to offer themselves for re-election and such other full members who wish to put themselves forward. All nominations proposed and seconded in writing by full members of the Club with the nominee's full consent shall have been received by the Honorary Secretary at least seven days before the date of the Annual General Meeting in each year. Such nominations, together with the names of the Proposer and Seconder, shall be posted to the Club premises at least seven days prior to the date of the Annual General Meeting.

4.1.3 Candidates for election to an Officer position shall have been a full member of the Club for two years at the time of election

4.1.4 If the number of candidates for election is greater than the number of vacancies to be filled then there shall be a ballot of those members present and entitled to vote at the Annual General Meeting.

4.1.5 Members shall be entitled to vote for as many candidates as there are vacancies.

4.1.6 In the event of the ballot failing to determine the members of the Committee because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined by lot.

4.1.7 If the number of candidates for election is equal to or less than the number of vacancies to be filled then all candidates shall be deemed to be elected if majority of those present at the Annual General Meeting, and entitled to vote, vote in favour of such election.

## 4.2 Committee Meetings

4.2.1 The Management Committee shall meet at least once a month to examine the accounts and arrange the affairs of the Club.

4.2.2 All Committee members shall be invited to attend all Committee meetings and every effort shall be made to convene such meeting on a date and at a time convenient to all members.

- 4.2.3 Voting shall be by show of hands and decisions shall be by simple majority of those voting. In the case of equality of votes, the Chairman shall have a second casting vote.
- 4.2.4 At least one Officer and four members shall form a quorum at a meeting of the Management Committee.
- 4.2.5 Where a meeting is inquorate, it shall be postponed and rearranged at the earliest opportunity
- 4.2.6 All decisions shall be made at a meeting and recorded in the minutes. Minutes of sub-Committees shall be forwarded to the Club secretary for dissemination to the Management Committee.
- 4.2.7 For urgent matters, eg funeral or dealing with damage to property, which need to be decided before the scheduled management meeting, an additional short management meeting shall be convened.
- 4.2.9 Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it to the Chairman and withdraw from that part of the meeting (unless asked to stay). They will not be counted in the quorum for that agenda item, shall withdraw during the vote and have no vote on the matter concerned.
- 4.2.10 All members shall be entitled to see all minutes at any reasonable time upon request

#### **4.3 Powers of the Management Committee**

- 4.3.1 The Management Committee shall have the collective responsibility for furthering the aims of the Club, handling the administration, financial management in co-operation with the Treasurer, promoting harmony on and off the green and maintaining proper behaviour in line with the Code of Ethics and Behaviour (Bowls England Safeguarding Bowls Guideline 18)
- 4.3.2 The Committee shall manage the affairs of the Club according to the Rules and shall cause the funds of the Club to be applied solely to the objects of the Club.
- 4.3.3 In particular, the Committee shall ensure that the property and funds of the Club will not be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules. No surpluses or assets will be distributed to members or third parties and all surplus income or profits will be re-invested in the Club.

#### **4.3.4 Accounts:**

- a) The Treasurer shall keep account of all transactions of the Club. The financial year for the Club shall end on the last day of September each year. At such time, the accounts shall be balanced by the treasurer to be scrutinised by the independent examiner appointed at the Annual General Meeting
- b) All bank payments shall be dual authorised by any two Officers of the Club.
- c) The Treasurer together with the Membership Secretary shall ensure that all subscriptions are duly collected and that an up-to-date register of member's names and addresses are kept.
- d) Any Club reports and statements of accounts shall be made available for inspection by any member at any reasonable time upon request

4.3.5 The Committee shall review all policies and risk assessments annually to ensure that they are kept up to date with Bowls England guidance and Government regulations, eg on licensing or taxation. All policies shall be readily available to members and any changes publicised to the Club.

#### **4.4 Selection of Sub-Committees**

- 4.4.1 The Committee may appoint such sub-Committees as it may deem necessary and may delegate such of its powers as it may think fit upon such terms and conditions as shall be deemed expedient and/or required by the law.
- 4.4.2 For playing purposes there shall be a Sub-Committee for each of the Men's Section and Ladies' Section. Both shall elect from their own members a Captain, Vice-Captain and such other Officers as are necessary. These shall be elected at the Autumn meetings.

#### **4.5 Disclosure of Interest to Third Parties**

- 4.5.1 A member of the Committee, of a sub-Committee or any member of the Club, in transacting business for the Club, shall disclose to third parties that they are so acting.

#### **4.6 Limitation of Committee's authority**

- 4.6.1 The Committee, or any person or sub-Committee delegated by the Committee to act as agent for the Club or its members, shall enter into contracts only as far as expressly authorised, or authorised by implication, by the Committee. No one shall, without the express authority of the Committee, borrow money or incur debts on behalf of the Club or its membership.

#### **4.7. Members Indemnification of Committee**

- 4.7.1 (a) In pursuance of the authority vested in the Committee by members of the Club, members of the Committee are entitled to be indemnified by the members of the Club against any liabilities properly incurred by them or any one of them on behalf of the Club wherever the contract is of a duly authorised nature or could be assumed to be of a duly authorised nature and entered into on behalf of the Club.  
(b) Each member of the Club shall (to the extent that such person is not entitled to recover under any policy of insurance) be entitled to be indemnified out of all funds available to the Club which may lawfully be so applied against all costs, expenses and liabilities whatsoever reasonably incurred by such person in the proper execution and discharge of duties undertaken on behalf of the Club arising there from, or incurred in good faith in the purported discharge of such duties. Save in any such case where any such costs, expenses and liabilities arise in connection with any negligence, default, breach of duty or breach of trust. Provided that any such member so indemnified has been properly authorised in relation to the duties undertaken on behalf of the Club by the General Committee.
- 4.7.2 The limit of any individual member's indemnity in this respect shall be a sum equal to one year's subscription at the then current rate of that category of membership unless the Committee has been authorised to exceed such limit by a General Meeting of the Club.

#### **4.8 Contractual Liability**

- 4.8.1 The Committee shall endeavour to ensure that the following clause is incorporated in every contract, lease, licence or other agreement entered into by the Committee and/or Trustees of the Club, as appropriate.

*"The liability of the [Committee/Trustees] for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club from time to time."*

## **Section 5: Trustees**

- 5.1 The number of Trustees shall be no more than four and not less than two. The Trustees shall be current Full, Life or Associate Members of the Club and be elected at a General Meeting. They must have been a Full Member of the club for at least 5 years before election.
- 5.2 A Trustee shall hold office for a maximum term of 7 years, or until they resign by notice in writing given to the Committee or until a resolution removing them from office be passed at a General Meeting of the Club by a majority comprising two-thirds of the members present and entitled to vote.
- 5.3 All the property of the Club, including land and investments, shall be held by the Trustees for the time being, in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Club. In the event of the death, resignation or removal from office of a Trustee, a new Trustee shall be nominated in accordance with 5.1 above. The committee shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the Trustees as constituted.
- 5.4 The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 5.5 The Trustees shall be effectually indemnified by the members of the Club out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club. They shall be indemnified against public liability for not less than £2,000,000.

## **Section 6: Meetings**

### **6.1 Annual General Meeting**

- 6.1.1 An Annual General Meeting of the Club shall be held each year in the month of November on a date to be fixed by the Committee. The Honorary Secretary shall at least 21 days before the meeting publish a reminder of the meeting with requests for nominations and proposals. Proposals for the meeting and nominations shall be received at least 7 days before the date of the meeting and an agenda placed on the Club notice board
- 6.1.2 The following business shall be transacted:

- a) To receive annual reports from the Management Committee.
- (b) To receive and if approved, to adopt an scrutinised statement of the Club's accounts to the end of the preceding financial year.
- (c) To consider and if approved sanction any duly-made alterations of the rules.
- (d) To elect Officers and Management Committee.
- (e) To appoint a competent person to carry out a scrutiny of the accounts failing which such appointment shall be made by the Management Committee.
- (f) To deal with any special matters which the Management Committee shall bring before Members and any other matter of which notice in writing is received by the secretary from any Member not less than 7 days before said meeting.

6.1.3 At every meeting of the Club, the Chairman shall preside, or in their absence, the President or another Officer.

6.1.4 A quorum at a General Meeting shall be 25 members. If, at the expiration of 30 minutes after the advertised start of the meeting no quorum is present, the Chairman shall adjourn such meeting for seven days when such members who are present shall constitute a quorum.

6.1.5 Only Full Members or Life Members shall vote at any General Meeting of the Club. Associate Members shall be allowed to vote on non-playing matters. Other members may attend and speak but shall not be entitled to vote.

6.1.6 Voting, except upon the election of members of the Committee, shall be by show of hands.

6.1.7 On any resolution properly put to a meeting of the Club relating to the creation, repeal or amendment of any Rule, Byelaw or Regulation of the Club such Rule, Byelaw or Regulation shall not be created, repealed or amended except by a majority vote of at least two-thirds of those present and entitled to vote.

[Provided that no such change shall jeopardise the Club's status as a Community Amateur Sports Club within the meaning of the Finance Acts, or in any event alter its objects or winding-up provisions].

## 6.2 Special General Meetings

6.2.1 Special General Meetings shall be called by the President, resolution of the management Committee or a proposition to the Secretary in writing by at least 5 members stating the resolution to be discussed

6.2.2 Notice of at least 14 days shall be given to members, the nature of which shall be stated in the summons convening the meeting, and the discussion at such meeting shall be confined to the business stated in the notice posted on the Club noticeboard

6.2.3 Special resolutions at any General Meeting shall not be carried except by a majority of at least two-thirds of Members present.

6.2.4 The following matters shall require special resolutions:

- (a) Any matter involving the modification in any way of the Club Constitution.
- (b) The dissolution of the Club

6.2.5 Any matter which requires a special resolution shall not be entered on the agenda of the Club's Annual General Meeting unless notice is given to the Honorary Secretary before the end of September.

## **Section 7: Dissolution of the Club**

- 7.1 If, at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene a Special General Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- 7.2 If, at that Special General Meeting, the resolution is carried by at least two-thirds of the members present, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 7.3 If, upon the winding up or dissolution of the Club, there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed amongst the members of the Club.
- 7.4 Upon dissolution of the Club the Committee shall give or transfer the net assets to
  - (a) to another Club with similar sports purposes which is a charity and/or
  - (b) to another Club with similar sports purposes which is a registered CASC.

## **Section 8: Miscellaneous**

- 8.1 **Safeguarding**  
The Club shall adhere to the Safeguarding Policy of Bowls England and will ensure that all the contents are communicated to members and clearly displayed within the Club premises for members and visitors. All members are expected to conform to the code of the ethics and behaviours at all times.
- 8.2 **Equalities**  
The Club shall adhere to the Equality Policy of Bowls England.
- 8.3 **Licensing**  
The Club shall adhere to the requirements of the Licensing Act (or any subsequent Act) with regard to the purchase and supply of excisable goods.
- 8.4 The purchase of intoxicating liquor shall be by a Sub-Committee of the Management Committee.
- 8.5 **Legal Document**  
The Members acknowledge this document constitutes a legally binding contract to regulate the relationship of the members with each other and the Club.

## **Section 9: Club Rules**

### **1. MEMBERSHIP**

- a) The Club relies on the efforts of its members to fulfil its objectives. To facilitate the smooth running of the Club, when renewing their membership each member should consider how they are able to contribute for the coming year and advise the membership secretary accordingly.

### **2. EXPENDITURE**

Management approval must be sought prior to all and any expenditure with the exception of ;

- a) Minor incidentals such as fuel essential to the running of the Club up to the value of £50 purchased by Committee members and post holders
- b) Restocking the bar by the Bar Committee.

### **3. BAR**

- a) The purchase of intoxicating liquor and supply to members shall be by a Sub-Committee of not less than three members of the Management Committee appointed by the Management Committee for that purpose.
- b) In the event of a member for any reason ceasing to be a member of the Management Committee he/she shall cease to be a member of the Bar Committee and another member appointed in his/her place.
- c) The hours of opening and closing will be determined by Bar Committee with Management Committee approval and subject to non-contravention of local licensing laws.
- (d) The hours of opening and closing the bar can be between the hours of:
  - Monday to Saturday - 11am to 12midnight
  - Sunday - 12noon to 11pm
  - Good Friday — 12noon to 10.30pm
  - Christmas Day - 12noon to 3pm and 7pm to 10.30pm
  - New Year's Eve - deregulation (24 hours)
- (e) A responsible member must be in charge of the bar during opening times.
- (f) All drinks must be paid for.
- (g) Members and guests under the age of 18 years must not be served with intoxicating liquor and those under 14 years are not allowed in the bar area.

### **4. GAMING MACHINES**

No member or guest under the age of 18 may play on any gaming machine on Club premises.

## 5. GUESTS

- (a) All non-members, excluding nominated guests on Club organised bowling or social events entering the Club must be signed in by a member (in the visitors' book). The member then becomes responsible for that guest and a fee is payable (a box is provided for payment), and must sign in on each occasion.
- (b) The member introducing a guest shall be responsible for their guest strictly observing all Club Rules and shall not leave the Club before their guest.
- (c) The Management Committee may suspend any member who takes any undue advantage of this privilege to the detriment of the Club.
- (d) There may be admittance to the Club's registered premises other than Club members or their guests and intoxicating liquor may be sold by or on behalf of the Club for consumption on the premises to such persons who are present by invitation at matches, competitions and social occasions arranged by the Club.
- (e) Associate and visiting bowlers may at the invitation of a bowling member play in roll-ups, but permission must be obtained from a Club Officer or Management Committee member of the Club before using the green and a fee paid.

## 6 CLUB HOUSE

- (a) No dogs are allowed in the Clubhouse except guide dogs and all dogs within the grounds must be under full control.
- (b) Parents and guardians are responsible for the behaviour of their children at all times within the grounds and Clubhouse.
- (c) Children under the age of 14 must be off the premises by 9pm.
- (d) Conduct within the Club will be courteous and sober and any breach of acceptable behaviour will be reported and dealt with by the Management Committee.
- (e) The last member to leave the Club must ensure that the correct lock-up procedure has been completed.
- (f) The Clubhouse shall be used only for functions agreed by the Management Committee and not more than 12 social functions a year with music.
- (g) The maximum number of persons allowed in the Clubhouse must not exceed 80 at any one time (fire regulations).
- (h) A member or a member of the public may use the Clubhouse on request and with the approval of the Management Committee for a social function.
- i) All members may access the property at any reasonable time upon request.
- j) All non-members and guest members will be required to pay a fee in addition to any charge in place for full and associate members if they wish to participate in regular Club activities such as Table Tennis, Cribbage and Short Mat bowls. Charges to be prominently displayed on the Club noticeboard

## 7 USE OF CLUBHOUSE

Subject to the following terms and conditions:

- (a) A donation is required together with a deposit which is returnable subject to the Club being vacated in a clean and tidy condition (NB the Club may be cleaned the morning after the function.)
- (b) The amount of donation and deposit are the sole responsibility of the management Committee and varies from time to time.
- (c) The donation and deposit are to be paid 14 days prior to the function with two different cheques.
- (d) All drinks must be purchased at the Club bar.
- (e) The bar will, at all times, be attended to by a member of the Management Committee or someone appointed by them.
- (f) The bar closes at midnight and the Club is vacated by 12.30am.
- (g) Any and all damage caused to the Clubhouse, the green or surrounding property by any of your guests, must be made good at the user's expense.
- (h) All visitors, especially children, must be made fully aware that the bowls green is strictly out of bounds at all times.
- (i) Please ensure that when leaving the Club, especially late at night, the noise level is kept to a minimum to ensure good neighbourly relations.
- (j) The member charged with running the bar is in charge at all times, and all and any requests they make must be adhered to. They will be responsible for securing the Clubhouse.
- (k) The maximum number of people allowed in the Club is 80.

## 8 GREEN

- (a) All matters of green control will be the responsibility of the appointed Green Keeper and in their absence, members of the Green' Team.
- (b) All players will be responsible for issue and return of Club equipment to its correct location and any damage or loss to be reported at once.
- (c) Priority of Rink Booking:
  - (1) Games arranged by the Club
  - (2) National games
  - (3) Essex County games
  - (4) THL games
  - (5) Club knock-out competitions
  - (6) Points
  - (7) Roll-ups
- (d) Less than eight players must not occupy a rink for practice or casual play while others are waiting to play.
- (e) Members are requested not to book rinks for club competitions on a Friday evening except with the sanction of the Competition Secretary

## 9. MATCHES

The Management Committee shall make arrangements for holding matches or other competitions including the imposition of a charge for admission of members and non-members to the grounds and to provide cups and other prizes for those competitions.

## 10 DRESS

- (a) Players, Umpires and Markers shall wear smooth-soled footwear while on the green
- (b) All players must wear club shirts and navy below the waist purchased from our **designated supplier** on all league, friendly games and competitions organised by the club unless white dress is specified. Dress as appropriate to matches
- (c) Short sleeved plain white or cream tops and plain grey trousers, tailored shorts or skirts to be worn for roll-ups.

## 11 PARKING

- (a) All vehicles, including cycles, must use the car park where practical. All parking at owner's risk.
- (b) All fully paid-up members will have the right to use the Club's car parking facilities - but only when using the Club or on Club business.

## 12. DAMAGE TO CLUB PROPERTY

A member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the honorary secretary upon the instructions of the committee.

## 13. RULES OF THE PLAYERS' SECTIONS

- a) All male full members of the Club shall automatically be members of the Men's Section and all female full members shall automatically be members of the Ladies' Section.
- b) Each Players' Section shall be responsible for the organisation and management of bowling for all matches, competitions, for dress and for the conduct of its members on the green.
- c) Each Players' Section shall be managed by a Committee that shall each comprise the Officers and delegates to affiliated associations and any members deemed necessary who shall be elected annually at the Annual General Meeting of each Section
  - (i) The Officers of the Men's Section shall be men's Captains/selectors, men's Match Secretary and men's Competition Secretary who will be full members of the Club. The Chairman shall be elected at the first meeting of the Committee each year.
  - (ii) The Officers of the Ladies' Section shall be Ladies Captain, Ladies' Vice Captain, Ladies Match Secretary, Ladies Competition Secretary, Ladies Secretary and Ladies Treasurer who will be full members of the Club. The Ladies' captain shall be Chairman of the Committee.
- d) The Annual General Meeting of the Men's Section shall be held in September in each year and the Annual General Meeting for the Ladies' Section shall be held in October of each year for the purpose of electing the Officers and Committee members

(e) Members of the Club shall meet in the spring of each year (before the start of the season to discuss the following playing season and to inform Members of the fixtures and for Members to bring up any points they feel the Committees should discuss.

(f) Team Selection

(i) Team selection for the Men's Section shall be entrusted to the selectors elected at the Annual General Meeting.

(ii) Team Selection for the Ladies' Section shall be entrusted to a Selection Committee formed from the playing members, two of which shall be the Captain and Vice Captain

g) Members selected to play but who are unable to play shall notify the team Captain of the day as soon as possible. Members selected for matches shall report their presence to the team Captain of the day not less than 30 minutes before the scheduled starting time.

h) Members not available to play on a particular day during the season should note their non-availability in the appropriate book at the earliest opportunity

i) Members selected to play will be indicated on the selection sheet placed on the noticeboards and shall confirm their availability by ticking the sheet.

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**IN ANY DISPUTE ABOUT THE MEANING OF THESE RULES THE DECISION OF THE MANAGEMENT TEAM IS FINAL**

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## **AMENDMENTS**

**Nov 2023**

**3.3.1a amendment: to conform with BE reg 2.5.2**

*All disciplinary matters will be dealt with in accordance with Bowls England Regulation 9 (misconduct)*

To

*We adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9A and 9B. We will abide with all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.*

**Nov 2024**

**3.2.1 amended to include an additional category of Temporary Member Nov 2024 ( and 3.1.1 for completeness)**

*A Temporary member is a visitor who has been signed in. They are regarded as a temporary member for insurance purposes for the duration of their visit. They acquire no rights or privileges other than those accorded to them in the invitation to visit*

**Club rule 8 amended to include an additional part e**

*Members are requested not to book rinks for club competitions on a Friday evening except with the sanction of the Competition Secretary*

**Feb 2025**

**Rule 10b amended to implement the vote for navy below the waist in line with Bowls England clothing guidance 2023 .**

*10(b) All players must wear club shirts and navy below the waist purchased from our designated supplier on all league, friendly games and competitions organised by the club unless white dress is specified. Dress as appropriate to matches.*

**Nov 2025**

**Rule 13f amended to agree with 4.4.2 of the constitution**

*Rule 13f: Team Selection should be entrusted to the men's Captains (including Vice-Captains) elected at the men's AGM.*